

Office of the Revisor of Statutes

Administrative Rules



TITLE: Proposed Permanent Rules Relating to Licensed Veterinary Technicians

AGENCY: Board of Veterinary Medicine

REVISOR ID: R-4899

MINNESOTA RULES: Chapters 9100 and 9101

INCORPORATIONS BY REFERENCE:

Part 9101.0500: The "NAVTA CVTS Policies and Procedures" (revised December 6, 2024) is incorporated by reference, subject to frequent change, and available on the NAVTA website.

The attached rules are approved for
publication in the State Register

A handwritten signature in black ink, appearing to read "Betty Dilks".

Betty Dilks
Senior Assistant Revisor

1.1 **Board of Veterinary Medicine**

1.2 **Proposed Permanent Rules Relating to Licensed Veterinary Technicians**

1.3 **9100.0100 DEFINITIONS.**

1.4 Subpart 1. **Scope.** The definitions in this part apply to this chapter and chapter 9101.

1.5 *[For text of subparts 1a and 1b, see Minnesota Rules]*

1.6 Subp. 1c. **Continuing education or approved continuing education program.**

1.7 A. "Continuing education" means educational and training activities designed to
1.8 contribute to the development and enhancement of skills and obligations associated with
1.9 the professional practice of veterinary medicine and veterinary technology.

1.10 *[For text of item B, see Minnesota Rules]*

1.11 *[For text of subparts 1d to 7, see Minnesota Rules]*

1.12 **9100.0800 MINIMUM STANDARDS OF PRACTICE.**

1.13 *[For text of subparts 1 to 3, see Minnesota Rules]*

1.14 Subp. 4. **Record keeping.** Record keeping is governed by items A to F.

1.15 A. A veterinarian performing treatment or surgery on an animal or a group of
1.16 animals, whether in the veterinarian's custody at an animal treatment facility or remaining
1.17 on the owner's or caretaker's premises, ~~shall~~ must prepare a written record or computer
1.18 record concerning the animal or animals ~~containing~~ that contains, at a minimum, the
1.19 following information:

1.20 (1) the name, address, and telephone number of owner;

1.21 (2) the identity of the animal or animals, including age, sex, and breed;

1.22 (3) the dates of examination, treatment, and surgery;

1.23 (4) a brief history of the condition of each animal, herd, or flock;

[For text of subitems (5) and (6), see Minnesota Rules]

(7) the veterinarian's tentative diagnosis;

(8) the veterinarian's treatment plan; and

(9) the veterinarian's prescribed medication and treatment, including amount and frequency.

[For text of items B to F, see Minnesota Rules]

[For text of subparts 5 and 6, see Minnesota Rules]

Subp. 7. **Supervision.** Supervision is governed by items A to C.

A. A licensed veterinarian is professionally and legally responsible for any practice of veterinary medicine by the veterinarian's employees who are licensed veterinary technicians and the veterinarian's unlicensed employees. An employee's practice of veterinary medicine without a license constitutes grounds for the board to take action against the licensed veterinarian employer and the unlicensed ~~individual~~ employee. A veterinarian must ~~have examined the~~ examine an animal patient ~~prior to the delegation of~~ before delegating an animal health care task to a ~~nonlicensed~~ licensed veterinary technician or an unlicensed employee. The examination must be conducted at a time consistent with prevailing standards of practice relative to the delegated animal health care task according to Minnesota Statutes, section 156.16, subdivision 12, paragraphs (a) to (d).

B. A veterinarian ~~shall~~ must not authorize a ~~nonlicensed~~ licensed veterinary technician or an unlicensed employee to perform the following functions:

[For text of subitems (1) to (3), see Minnesota Rules]

C. A veterinarian ~~shall~~ must ensure that the activities of a supervised individual are within the scope of the orders, assignment, or prescriptions of the veterinarian and within the capabilities of the individual. Direct supervision under Minnesota Statutes, section

156.001, subdivision 5a, by a veterinarian or licensed veterinary technician must involve the degree of close physical proximity necessary for the supervising veterinarian or licensed veterinary technician to observe and monitor the performance of a supervised individual. ~~The~~ A supervising veterinarian or supervising licensed veterinary technician must be on the client's premises or present in the veterinary facility while ~~the~~ a supervised individual unlicensed employee is performing health care services.

D. This Item C does not prohibit the performance of generalized nursing tasks, ordered by ~~the attending~~ a supervising veterinarian, to be performed by ~~an~~ a licensed veterinary technician or an unlicensed employee on inpatient animals during the hours when a veterinarian is not routinely on the premises. ~~Nor does it prohibit,~~ Under emergency conditions, ~~wherein~~ when an animal is ~~placed in~~ has a life-threatening condition and requires immediate treatment to sustain life or prevent further injury, item C does not prohibit a licensed veterinary technician or an unlicensed employee from rendering lifesaving aid and treatment to ~~an~~ the animal in the absence of a veterinarian.

E. When a licensed veterinary technician works under a veterinarian's remote supervision under Minnesota Statutes, section 156.001, subdivision 10b, the licensed veterinary technician must provide a client with identification, either orally or in writing, as a licensed veterinary technician working as an agent of the supervising veterinarian and must provide the name of the supervising veterinarian to the client.

[For text of subpart 8, see Minnesota Rules]

Subp. 9. **Informed consent.** Before providing treatment, a veterinarian must inform a client ~~shall be informed by the veterinarian, prior to treatment,~~ of the any treatment choices and reasonable medical or surgical alternatives, including an estimated cost of the alternatives ~~for consideration by the client.~~

[For text of subparts 10 and 11, see Minnesota Rules]

4.1 **9101.0100 DEFINITIONS.**

4.2 Subpart 1. **Scope.** The terms used in this chapter have the meanings given in this part
4.3 and, unless otherwise specified, part 9100.0100.

4.4 Subp. 2. **Supervising veterinarian.** "Supervising veterinarian" means a veterinarian
4.5 providing direct supervision as defined in Minnesota Statutes, section 156.001, subdivision
4.6 5a, or remote supervision as defined in Minnesota Statutes, section 156.001, subdivision
4.7 10b, to a licensed veterinary technician or an unlicensed employee providing veterinary
4.8 care to a patient.

4.9 Subp. 3. **Supervising veterinary technician.** "Supervising veterinary technician"
4.10 means a licensed veterinary technician who is supervising an unlicensed employee while
4.11 the unlicensed employee is providing veterinary care to a patient.

4.12 Subp. 4. **Veterinary technician.** "Veterinary technician" means a person licensed by
4.13 the board under Minnesota Statutes, section 156.077.

4.14 Subp. 5. **Veterinary technician national examination or VTNE.** "Veterinary
4.15 technician national examination" or "VTNE" means the national board examination for
4.16 veterinary technicians. The VTNE is administered by the American Association of Veterinary
4.17 State Boards.

4.18 Subp. 6. **Veterinary technician specialist or VTS.** "Veterinary technician specialist"
4.19 or "VTS" means a licensed veterinary technician who achieves and maintains certification
4.20 from the National Association of Veterinary Technicians in America according to part
4.21 9101.0500, item C.

5.1 **9101.0200 APPLICATION, EDUCATION, AND EXAMINATION REQUIREMENTS**
5.2 **FOR LICENSE TO PRACTICE VETERINARY TECHNOLOGY.**

5.3 **Subpart 1. Application requirements.**

5.4 **A. A person applying for a license to practice veterinary technology in Minnesota**
5.5 **must pay an application fee to the board.**

5.6 **B. An applicant for a license to practice veterinary technology in Minnesota must**
5.7 **pass a criminal background check. An applicant must pay a fee to the board for the applicant's**
5.8 **criminal background check.**

5.9 **C. An applicant must pay an application fee to the board for each submitted**
5.10 **application. An applicant who applies more than once must submit a fee with each subsequent**
5.11 **application.**

5.12 **Subp. 2. Education and examination requirements.**

5.13 **A. According to Minnesota Statutes, section 156.077, subdivision 2, a person**
5.14 **applying for a license to practice veterinary technology in Minnesota must:**

5.15 **(1) be a graduate of a veterinary technology program that is accredited or**
5.16 **approved by the American Veterinary Medical Association or Canadian Veterinary Medical**
5.17 **Association; or**

5.18 **(2) have a certificate of satisfactory completion of the PAVE program**
5.19 **according to item E.**

5.20 **B. According to Minnesota Statutes, section 156.077, subdivision 2, an applicant**
5.21 **for a license to practice veterinary technology in Minnesota must pass the Minnesota**
5.22 **Veterinary Technician Jurisprudence Examination. Before taking the examination, an**
5.23 **applicant must pay the examination fee to the board.**

5.24 **C. According to Minnesota Statutes, section 156.077, subdivision 2, an applicant**
5.25 **for a license to practice veterinary technology in Minnesota must pass the Veterinary**

6.1 Technician National Exam (VTNE). An applicant must register to take the VTNE and pay
6.2 a fee through the American Association of Veterinary State Boards. To ensure that the Board
6.3 of Veterinary Medicine receives the applicant's exam results, an applicant must select
6.4 Minnesota on the American Association of Veterinary State Boards VTNE application. If
6.5 Minnesota is not selected as the jurisdiction on the VTNE application, an applicant must
6.6 ensure that the applicant's VTNE scores are transferred to the Board of Veterinary Medicine
6.7 through the American Association of Veterinary State Boards.

6.8 D. If an applicant for a license to practice veterinary technology is unable to
6.9 transfer the applicant's VTNE scores to the Board of Veterinary Medicine from another
6.10 jurisdiction, the applicant must retake the VTNE.

6.11 E. An applicant for a license to practice veterinary technology who is a graduate
6.12 of an international veterinary technology program, a nonaccredited veterinary technology
6.13 program or another nonaccredited program, a veterinary nursing program, or a veterinarian
6.14 program must obtain certification through the Program for the Assessment of Veterinary
6.15 Education Equivalence (PAVE). A PAVE for Veterinary Technicians Certificate of
6.16 Completion meets the education requirement for an applicant's eligibility to take the VTNE.

6.17 **9101.0300 LICENSES AND LICENSE RENEWAL.**

6.18 Subpart 1. **License period; fee.** According to Minnesota Statutes, section 156.077,
6.19 subdivision 3, an applicant for a license to practice veterinary technology or license renewal
6.20 must pay an initial license fee or a license renewal fee to the Board of Veterinary Medicine.
6.21 The biennial license period begins July 1 of the year when the application is received by
6.22 the board and ends two years later on June 30. A license issued after the beginning of a
6.23 biennial license period is valid only until the end of that biennial license period.

7.1 Subp. 2. **Payment of license fees and renewal fees.**

7.2 A. An applicant for a license to practice veterinary technology must pay the initial
7.3 license fee to the board on or before July 1 in the first year of the biennial license period.

7.4 B. A licensee must pay a renewal fee to the board on or before July 1 in the year
7.5 that the license expires.

7.6 C. By May 1 in the year that the renewal fee is due, the board must send a renewal
7.7 application to each licensee's email address on file with the board.

7.8 D. A licensee's failure to receive an application does not relieve the licensee of
7.9 the obligation to pay the renewal fee on or before the renewal date of July 1.

7.10 Subp. 3. **Renewal due date.** A licensee must apply to renew a license on or before
7.11 July 1 in the year that the license expires. A renewed license is valid in the year when the
7.12 renewal application is received by the board from July 1 until June 30 two years later in the
7.13 biennial license period.

7.14 Subp. 4. **Late renewal penalty fee.** An applicant for license renewal must pay a late
7.15 renewal penalty fee in addition to the renewal fee if the board receives the renewal application
7.16 after July 1 of the year that the license expires. A license renewal issued after the beginning
7.17 of a biennial license period is valid only until the end of that biennial license period,
7.18 regardless of when the board receives the renewal fee.

7.19 Subp. 5. **Reinstatement fee.** An applicant for license renewal whose license has
7.20 previously been suspended by the board for nonrenewal must pay a reinstatement fee in
7.21 addition to the renewal fee and the late renewal penalty fee.

7.22 Subp. 6. **Late renewal penalty fees.** Within 30 days after the renewal date, the board
7.23 must notify a licensee who has not renewed their license by sending a letter to the licensee's
7.24 last known address on file with the board. The notice must state that the renewal is overdue
7.25 and that the licensee's failure to pay the renewal fee and late renewal penalty fee within 60

8.1 days after the renewal date will result in suspension of the license. At least seven days before
8.2 a board meeting occurring 60 days or more after the renewal date, the board must send a
8.3 second notice by registered or certified mail to a licensee who has not paid the renewal fee
8.4 and late renewal penalty fee.

8.5 Subp. 7. **Suspension.** The board, by means of a roll call vote, must suspend the license
8.6 of a licensee whose license renewal is at least 60 days overdue and to whom notification
8.7 has been sent according to subpart 6. A licensee's failure to receive notification is not grounds
8.8 for the challenge of the suspension by the former licensee. The board must notify the former
8.9 licensee by registered or certified letter within seven days of suspending the former licensee's
8.10 license. The board must only remove the suspended status of a license if the former licensee
8.11 pays the renewal fee and late renewal penalty fee for each license period or part of a period
8.12 that the license was not renewed. A former licensee who fails to renew a license for five
8.13 years or more must reapply for a license and meet the requirements of Minnesota Statutes,
8.14 section 156.071, for the board to reinstate their license.

8.15 Subp. 8. **Inactive license.**

8.16 A. A person holding a current unrestricted license to practice veterinary technology
8.17 in Minnesota may, at the time of the person's next license renewal date, renew the license
8.18 as an inactive license at one-half the renewal fee of an unrestricted license.

8.19 B. A person holding a current inactive license to practice veterinary technology
8.20 may renew the inactive license by paying one-half the regular license renewal fee. A person
8.21 holding an inactive license must not practice veterinary technology in Minnesota, must not
8.22 use the protected titles and designations under part 9101.0500, and remains under the
8.23 disciplinary authority of the board.

8.24 C. A person holding a current inactive license may convert the inactive license
8.25 to an unrestricted license by submitting an application and application fee to and receiving
8.26 approval by the board. The application must include:

(1) documentation of licensure in good standing and that the person meets the continuing education requirements of the licensing state or documentation that the person meets Minnesota continuing education requirements retroactively from the date that the license became inactive;

(2) certification by the applicant that the applicant is not currently under any disciplinary order or investigation for acts that could result in disciplinary action in any other jurisdiction; and

(3) payment of a fee equal to the difference between an inactive and an unrestricted license if converting during the first year of the biennial license period or payment of a fee equal to one-half the difference between an inactive and an unrestricted license if converting during the second year of the license period.

D. The deadline for renewal of an inactive license is July 1 in the first year of the biennial license period. An applicant must pay a late renewal penalty fee if the board receives the application or fee after July 1.

Subp. 9. **Duplicate license.** A person requesting issuance of a duplicate or replacement license must pay a fee to the board.

9101.0400 CONTINUING EDUCATION.

Subpart 1. **Continuing education required.** A veterinary technician who transfers certification from the Minnesota Veterinary Medical Association in 2026 must attest on the veterinary technician's license application that the veterinary technician has completed at least five continuing education credit hours for each year since the veterinary technician's previous certification renewal. The board must not issue a license renewal to a veterinary technician under Minnesota Statutes, section 156.07, until the veterinary technician certifies to the board that the veterinary technician has completed at least 16 hours of approved continuing education during the previous two years.

10.1 Subp. 2. **Purpose.** The primary purpose of continuing veterinary technician education
10.2 is to ensure that patients receive the optimal quality of veterinary care by requiring veterinary
10.3 technicians to attend educational or training programs designed to advance their professional
10.4 skills, knowledge, and obligations.

10.5 Subp. 3. **Approved continuing education programs.**

10.6 A. The board must automatically approve courses, seminars, wet labs, and lectures
10.7 sponsored by:

10.8 (1) the American Veterinary Medical Association or Canadian Veterinary
10.9 Medical Association;

10.10 (2) state or regional veterinary medical associations or veterinary technician
10.11 associations;

10.12 (3) specialty boards recognized by the American Veterinary Medical
10.13 Association;

10.14 (4) specialty academies recognized by the National Association of Veterinary
10.15 Technicians in America;

10.16 (5) international veterinary medical organizations approved by the board
10.17 according to item C;

10.18 (6) the United States Animal Health Association;

10.19 (7) training programs of the United States Department of Agriculture;

10.20 (8) the Minnesota Board of Animal Health;

10.21 (9) the American Animal Hospital Association; or

10.22 (10) course sponsors that offer content approved by the Registry of Approved
10.23 Continuing Education of the American Association of Veterinary State Boards.

11.1 B. A course sponsor not automatically approved in item A must apply to the board
11.2 for course approval at least 90 days before the anticipated presentation date. A person must
11.3 submit an application for approval of a continuing education program on a form provided
11.4 by the board that contains the following information:

11.5 (1) the name and address of the organization sponsoring the course for which
11.6 approval is requested;

11.7 (2) a detailed description of the course content, including a time schedule for
11.8 the course;

11.9 (3) the name and credentials of each person giving a presentation;

11.10 (4) the method of monitoring and certifying attendance; and

11.11 (5) the date and location, including the name and address of the facility where
11.12 the course will be held or, if the course will be held online, the date of the online course.

11.13 C. The board must use the following criteria to determine approval of a continuing
11.14 education program:

11.15 (1) the course must have intellectual or practical content directly related to
11.16 the practice of veterinary medicine or veterinary technology, to the professional responsibility
11.17 or ethical and legal obligations of veterinarians or veterinary technicians, or to management
11.18 concepts;

11.19 (2) a presenter must be qualified based on practical or academic experience
11.20 to teach the subject of the course;

11.21 (3) the course must be conducted in a suitable setting conducive to the learning
11.22 process; and

12.1 (4) except for limitations due to space availability, instructor-to-pupil ratio,
12.2 or academic or experience prerequisites, a course must be open to all licensed veterinary
12.3 technicians.

12.4 D. Within 30 days of attending a course that was not preapproved by the board,
12.5 a licensee may apply to the board for credit by completing and submitting an individual
12.6 continuing education course approval form. The board must use the criteria under item C
12.7 to determine whether credit will be granted. The board's decision under this subpart is final.

12.8 E. The board must not approve a course that is not directly related to the practice
12.9 of veterinary medicine or veterinary technology.

12.10 F. In an advertisement for a course that was approved by the board, a course
12.11 sponsor must state the following: "This course has been approved by the Minnesota Board
12.12 of Veterinary Medicine for [insert appropriate number] continuing education credits and
12.13 categorized as either Medical or Non-Medical."

12.14 G. A course sponsor must maintain records of attendance for a minimum of three
12.15 years and must verify individual attendance to the board upon request.

12.16 Subp. 4. License renewal requirements.

12.17 A. A licensee must obtain 16 approved continuing education credits in the two
12.18 years immediately preceding the deadline for license renewal.

12.19 B. A licensee must obtain at least 12 of the 16 required continuing education
12.20 credits from approved lectures, seminars, wet labs, or online courses, or by authoring an
12.21 article, contributing to a textbook, or presenting on a continuing education topic.

12.22 C. The board must not grant a licensee more than four continuing education credits
12.23 from self-study sources.

13.1 D. The board must not grant a licensee more than four continuing education credits
13.2 focused on practice management or other nonmedical or nonscientific content.

13.3 **Subp. 5. Credit determination.**

13.4 A. The board must grant a licensee one hour of continuing education credit for
13.5 each period of not less than 50 minutes of attendance at an approved continuing education
13.6 program. The board must grant a licensee credit for attendance at a combined scientific,
13.7 business, and social convention only for the actual number of hours that a licensee spent
13.8 participating in a continuing education program.

13.9 B. The board must grant a licensee up to four hours of continuing education credit
13.10 on a onetime basis for a presentation on a topic related to veterinary medicine before a
13.11 professional veterinary or veterinary technician audience. The board must grant a licensee
13.12 two hours of credit for each hour of a presentation, up to a maximum total of four credit
13.13 hours.

13.14 C. The board must grant a licensee up to ten credits of author credit for publishing
13.15 an article on a topic related to veterinary medicine in a peer-reviewed journal or contributing
13.16 to a textbook.

13.17 **Subp. 6. Extension of deadline for continuing education credits.** For good cause,
13.18 a licensee may apply to the board for a six-month extension of the deadline for obtaining
13.19 the required number of continuing education credits. The board must not grant more than
13.20 two consecutive extensions to a licensee under this subpart. The board must grant an
13.21 extension to a licensee for unforeseen hardships, such as an illness, a family emergency, or
13.22 an obligation to serve in the military.

13.23 **Subp. 7. Certification procedure.**

13.24 A. At the time of license renewal, the board must provide each licensee with a
13.25 form upon which the licensee must attest to having obtained the required number of

14.1 continuing education hours for the two-year period preceding the license renewal date or
14.2 the licensee's qualification for an extension of the deadline for obtaining continuing education
14.3 credits under subpart 6.

14.4 B. A licensee is responsible for retaining documentation of the licensee's continuing
14.5 education attendance for a minimum of four years. Upon the board's request, a licensee
14.6 must submit additional evidence to the board to verify the licensee's compliance with
14.7 continuing education requirements. Within 30 days of the board's request, whether as part
14.8 of a routine audit or as part of an individual complaint investigation, a licensee must provide
14.9 proof to the board that the licensee has obtained the required number of continuing education
14.10 hours established by the board or that the licensee qualifies for an extension under subpart
14.11 6. A licensee must provide proof to the board in the format prescribed by the board. A
14.12 licensee must submit proof in the form of attendance certificates, diplomas, or class rosters
14.13 accompanied by a course program. The board has the final authority to determine the
14.14 acceptability of specific continuing education documentation or grant an extension under
14.15 subpart 6.

14.16 C. A licensee must not bank or carry forward continuing education credit hours
14.17 into the next licensing period.

14.18 D. In addition to the general continuing education requirements for relicensure,
14.19 a licensee must take additional continuing education courses required by the board when,
14.20 in the course of a disciplinary proceeding, the board determines that remedial education on
14.21 a specific topic is necessary.

14.22 Subp. 8. **Reinstatement of expired license.** A person seeking to reinstate an expired
14.23 license under Minnesota Statutes, section 156.071, must furnish proof that the person meets
14.24 continuing education requirements of the current licensing state and that those requirements
14.25 are equal to Minnesota requirements or must otherwise provide documentation to the board

15.1 that the person has met Minnesota continuing education requirements each year that the
15.2 license was expired, up to a maximum of five years.

15.3 **9101.0500 PROTECTED TITLES AND DESIGNATIONS.**

15.4 A. Terms used interchangeably with veterinary technician, including vet tech,
15.5 VT, LVT, technician, and tech, are protected titles according to Minnesota Statutes, section
15.6 156.077, and are limited to use by licensed veterinary technicians in Minnesota.

15.7 B. A veterinary technician must not use the title veterinary nurse or vet nurse
15.8 according to Minnesota Statutes, section 148.171.

15.9 C. A veterinary technician may use the VTS designation only if the veterinary
15.10 technician is certified as a specialist in a specialty academy affiliated with the National
15.11 Association of Veterinary Technicians in America (NAVTA). A veterinary technician may
15.12 not use the term "specialist" or "VTS" unless they have achieved and maintained certification
15.13 from an approved specialty academy of the NAVTA Committee on Veterinary Technician
15.14 Specialties (CVTS). A veterinary technician using the VTS designation must identify the
15.15 veterinary technician's specialty according to "NAVTA CVTS Policies and Procedures"
15.16 (revised December 6, 2024), which is incorporated by reference, subject to frequent change,
15.17 and available on the NAVTA website.

15.18 **REPEALER.** Minnesota Rules, parts 9100.0400, subparts 1 and 3; 9100.0500; and
15.19 9100.0600, are repealed.